

## Overview of My Recruiting Alert Center

**Start** at the Recruiting Homepage and click on the **My Recruiting Alert Center** tile. Your personalized **My Recruiting Alert Center** page will display.

**NOTE:** Information that is available on this page is tied to your security roles and departmental security access in the SHARP Recruiting module.

Job Opening	Recruiting Location	Category	Hiring Manager	Days Open	No Action Taken	Total Applicants
192520 - Custodial Specialist	Shawnee County			6	0	0
192521 - Applications Develop...	Shawnee County			6	0	0
192522 - Senior Administrative...	Shawnee County			6	0	1
192523 - Corrections Officer L...	Leavenworth County			4	0	1
192524 - Office Assistant	Shawnee County			6	0	1
192525 - Registered Nurse (Nur...	Statewide			4	1	1
192526 - Administrative Assist...	Miami County			6	0	0
192527 - State Auditor	Shawnee County			4	0	0
192528 - State Auditor	Sedgwick County			4	2	2
192529 - IT Auditor	Shawnee County			6	0	0

### My Alerts

**NOTE:** Currently this section is displaying an incorrect number of **Hires to Prepare** all on recruiter's alert center pages. These hires are related to unprocessed data prior to the implementation of our new process. Central staff are working to remove this incorrect information.

To personalize the information that appears in the **My Alerts** section click on the Wheel in the upper right-hand corner of the **My Alerts** section and then click on **Personalize**.

The **Personalize My Alerts** page displays where you can change your selections.

**New Applicants:** Number of new applicants that have Applied Within days defined.

Note: New Applicants may include those in 'Draft' status. This means they have not submitted their application; they have only started their job application.

**Questionnaire Requests:** If you changed the questions on an application after a person applied. You could send a request for them to complete the new questions. This number will include draft applications.

**Unconfirmed Interviews** – If you schedule an interview in SHARP the applicant can confirm. This is the number unconfirmed.

**Interviews Today** - If you schedule an interview in SHARP these are the number occurring today.

**Interview Evaluations** - If you schedule an interview in SHARP and requested SHARP interview evaluations from the interview team, this is the number yet to be completed.

**Hires to Prepare** – Includes 3 criteria

- # have a draft or unsubmitted application
- # in the Interview phase with an 'Interview' status
- # of applicants with a status of 'Offer Accepted'

### Personalize My Alerts

Specify the type of alerts you would like to see on your pagelet.

The screenshot shows the 'Personalize My Alerts' interface. It features a list of alert types with checkboxes: 'Job Openings to Approve' (unchecked), 'New Applicants' (checked), 'Auto Match Results' (unchecked), 'Questionnaire Requests' (checked), 'Unevaluated Answers' (checked), 'Unconfirmed Interviews' (checked), 'Interviews Today' (checked), 'Interview Evaluations' (checked), 'Job Offers to Approve' (unchecked), 'Offers to Prepare' (unchecked), 'Open Online Job Offers' (unchecked), and 'Hires to Prepare' (checked). A dropdown menu for '\*Applied Within' is open, showing options: '020 - Yesterday', '010 - Today', '020 - Yesterday' (highlighted), '030 - Last 3 Days', '040 - Last Week', '050 - Last 2 Weeks', '060 - Last Month', '070 - Last Year', and '0 - View All'. A yellow callout box points to the 'Job Offers to Approve' checkbox with the text 'Approvals and job offers are not available at this time.' At the bottom are 'Save' and 'Cancel' buttons.

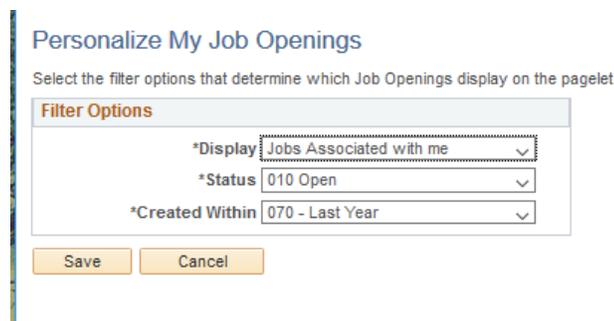
Click **Save** after you make your changes.

## My Job Openings

To personalize the information that appears in the **My Job Openings** section click on the Wheel in the upper right-hand corner of the **My Job Openings** section and then click on **Personalize**.



The **Personalize My Job Openings** page displays where you can change your selections. Click on **Save** when you are done making changes.

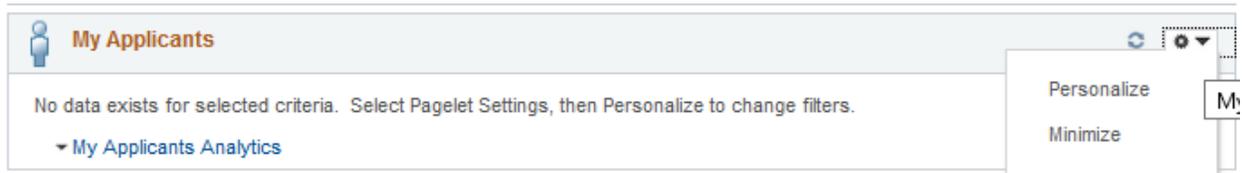
A screenshot of the 'Personalize My Job Openings' page. The title is 'Personalize My Job Openings'. Below the title is the instruction: 'Select the filter options that determine which Job Openings display on the pagelet.' There is a section titled 'Filter Options' containing three dropdown menus: '\*Display' with the value 'Jobs Associated with me', '\*Status' with the value '010 Open', and '\*Created Within' with the value '070 - Last Year'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

### Personalization Options:

- Only job openings that you **created**.
- Only job openings you are **assigned** as a Recruiter in the Job Opening.
- Job openings you **created** + those you are **assigned** as a Recruiter in the Job Opening.
- **All job openings** where the position is in a department you have security to.

## My Applicants

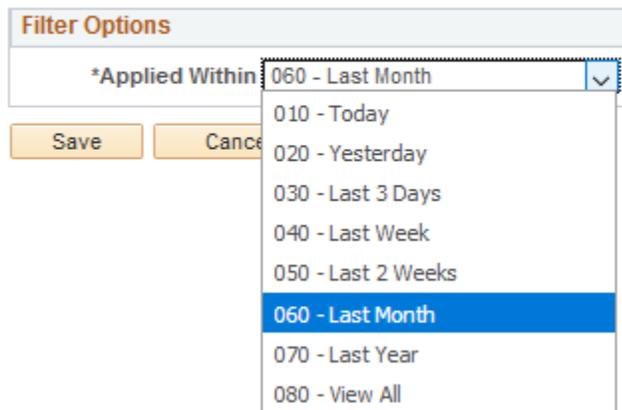
The **My Applicants** section includes information about Applicants that have applied to your jobs. To personalize the information that appears in the **My Applicants** section click on the Wheel in the upper right-hand corner of the **My Applicants** section and then click on **Personalize**.



The **Personalize My Applicants** page displays where you can change your selections. Click on **Save** when you are done making changes.

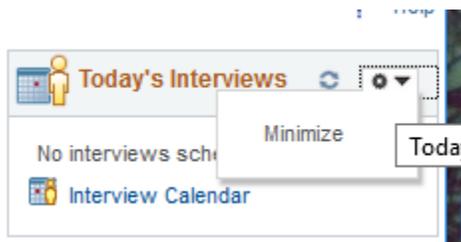
## Personalize My Applicants

Select the filter options that determine which Applicants display on the pagelet.



## Today's Interviews

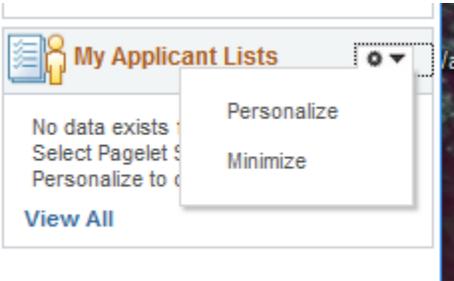
The **Today's Interviews** section includes information if you schedule interviews in SHARP, they will show up in the **Today's Interviews** section. **NOTE:** This functionality is optional.



## Applicants Lists

The Applicants Lists section includes information if you create Applicant Lists in SHARP

**NOTE:** This functionality is optional and if you do create an Applicant List, always make them **Private**. To personalize the information that appears in the **My Applicant Lists** section click on the Wheel in the upper right-hand corner of the **My Applicant Lists** section and then click on **Personalize**.



The **Personalize My Applicant Lists** page displays where you can change your selections. Click on **Save** when you are done making changes.

## Personalize My Applicant Lists

Specify the types of applicant lists to display on your pagelet.

Filter Options
<input checked="" type="checkbox"/> Include Public Lists
<input checked="" type="checkbox"/> Include Private Lists